In-Time Scheduling Program

237.1 PURPOSE AND SCOPE

This policy provides direction in the application of time management for the purposes of accurate reporting to Sheriff's Office accounting members.

237.2 POLICY

The Thurston County Sheriff's Office Corrections Bureau will establish a written procedure that ensures timely and accurate entry, oversight, and completion of the In Time Schedule Management Program which will help facilitate members' hours worked resulting in appropriate financial remuneration.

237.3 MEMBER RESPONSIBILITY

It will be the responsibility of each member to monitor In Time entries once every working day to ensure the accuracy of entries made. Members will:

(a) Submit any overtime requests/activities in the In Time system at the applicable time.

(b) Be required to enter all ancillary leave requests into In Time pending approval in accordance with leave approval/denial rules.

(c) Be required to submit their electronic timesheet through In Time for supervisor approval prior to the payroll closing date/time.

(d) Members who qualify will be responsible for the entry of the authorized briefing overtime which will be approved by their supervisor prior to the In Time lockdown which, whenever possible, occurs daily.

(e) In the event an error is identified prior to the In Time lockdown, members are required to notify their supervisor of the error(s) and request a correction(s).

(f) In the event an error is identified after In Time lockdown, members are required to submit a written In Time adjustment request to their supervisor. The request will outline the error, how/why it was missed, and the specific correction(s) needed. The Adjustment Request Form can be obtained through Accounting.

237.4 SUPERVISOR ACTIONS

(a) Supervisors will not authorize their own over time or leave exceptions. All overtime and leave requests must be approved by another supervisor of equal or higher rank and be in accordance with staffing policy/rules. In addition, supervisors will:

  (a) Ensure all entries for their assigned members are correct and current.

  (b) Be required to review the leave requests, activity requests, and timesheet submittals for their assigned staff on a daily basis for the appropriate actions.

  (c) Ensure their assigned staff have submitted their timesheets for their review and approval prior to the end of the payroll cycle.

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(d) Forward any Correction Request Forms to Accounting once they have been verified and approved. The Correction Request Form will only be used if the needed change occurred during a prior month that has been "locked down."

(b) A Corrections Captain will review and authorize or deny the entry of supervisory exception requests in accordance with the staffing policy and rules.

(c) The Administrative Lieutenant and SA or designee(s) will maintain communication with the Thurston County Sheriff's Office (TCSO) Accounting members regarding training schedules and special needs. They will also act as a liaison for TCSO Accounting members and will research/troubleshoot In Time issues which cannot be resolved, or the appropriate supervisor cannot be determined.

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